

SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted on the resume to determine the level and scope of the candidate's preparation for this position. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Appointing Authority for final selection.

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position. Submission should include ALL of the following:

- Candidate's ability to meet the requirements as stated in the Minimum Requirements and Desirable Qualifications sections of this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.

Please submit resume, cover letter, record of accomplishments, verification of degrees, and current salary information to the following e-mail address: [ExecutiveRecruitment@hr.lacounty.gov](mailto:ExecutiveRecruitment@hr.lacounty.gov).

Please indicate the position title of Chief Deputy, Military and Veterans Affairs in the subject line of your e-mail. Materials received by November 21, 2012, will receive first consideration. Electronic submittals are preferred.

APPROVAL PENDING — This unclassified position is pending approval of the Los Angeles County Board of Supervisors, after which appointments will be made.

VOLUNTARY STATE AND FEDERAL INFORMATION — Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity, and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential and utilized solely for required statistical purposes.

SOCIAL SECURITY ACT OF 2004— Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%.

All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website at [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.



Confidential inquiries welcomed to:

Laura Heaton

Department of Human Resources

Executive Services Division

Phone: (213) 974-2674

e-mail: [lheaton@hr.lacounty.gov](mailto:lheaton@hr.lacounty.gov)

This announcement may be downloaded from the

County of Los Angeles website at:

<http://hr.lacounty.gov>

**Recruitment Services  
Provided by:**



CHIEF DEPUTY,  
MILITARY AND VETERANS AFFAIRS (UC)  
County of Los Angeles



Annual Salary  
\$80,115—\$121,260

Filing Period:  
November 16, 2012 - Until the position is filled



# CHIEF DEPUTY, MILITARY AND VETERANS AFFAIRS (UC)



## THE POSITION

This unclassified position is distinguished by its administrative and operational responsibility for assisting the Director, Military and Veterans Affairs in planning, developing and directing day-to-day operations of all department programs, including providing assistance to veterans and their dependents in the preparation of claims for benefits, and with the management and operation of Patriotic Hall for the use of patriotic societies, veterans' organizations and the public.

## EXAMPLES OF DUTIES

- Assists in the formulation, execution, and evaluation of departmental policy.
- Manages staff providing assistance to veterans and their dependents in filing claims for benefits.
- Assists the Director, Military and Veterans Affairs as liaison between the Board of Supervisors and representatives of veterans' organizations, the Armed Forces, both active and reserve, and patriotic societies.
- Assists the Director, Military and Veterans Affairs in soldier burials, veteran burials, or burials of widows of veterans when the estate is insufficient to defray burial costs as provided for in the Military and Veterans Code.
- Assists in coordinating the work of the department with that of other organizations concerning the welfare of veterans. Assists County and other public agencies in recovering applicable costs incurred from the Veterans' Administration in accordance with Section 720 of the Military and Veterans Code.
- Assists in directing the departments' fiscal, personnel, budget and other administrative functions.
- Assists in maintaining effective relations with other departments, agencies and the public.
- Assists the Director, Military and Veterans Affairs in the preparation of periodic reports to the Board of Supervisors regarding the accomplishments of the department.
- Acts administratively for the department head in the latter's absence.

## THE COUNTY

The County of Los Angeles (County), with a population of over 10 million people, has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants.

The County is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are seven appointed positions (Auditor Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining 25 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-five (35) major administrative units or departments that currently serve the needs of the County's residents.

The County's annual budget for fiscal year 2012-2013 is \$24 billion, with funding for over 100,000 positions to serve its diverse population.

# CHIEF DEPUTY, MILITARY AND VETERANS AFFAIRS (UC)

## MINIMUM REQUIREMENTS

A Master's degree from an accredited college or university.

Four years' responsible administrative experience managing the program development, planning, and operations for a public or non-profit agency providing services or benefits to clients.

Veteran of the United States military, naval, or air service as defined in Section 980 of the California Military and Veterans Code.

**LICENSE:** A valid California Class C driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

## DESIRABLE QUALIFICATIONS

- Working knowledge of federal and State military and veterans programs designed to assist veterans, dependents of active duty service members or veterans, or veterans' organizations. Knowledge of local, State and federal ordinances, regulations and laws governing military and veterans programs.
- Experience in facilities management including maintenance and rental.
- Demonstrated experience in public relations or working with veterans groups.
- Experience in developing and implementing some or all of a comprehensive veterans program.



## COMPENSATION

**Compensation:** \$80,115 - \$121,260 annually. Starting salary will be dependent on qualifications, salary history, and career accomplishments. Specific salary placement will be based upon evaluation of a candidate's overall ability to provide exemplary leadership to the department. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP), and is compensated at MAPP Range R9.

**Benefits:** The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

- Retirement Plan** – The successful candidate may participate in either a contributory or non-contributory defined benefit plan, depending upon current membership in the County's defined benefit plan (LACERA). If the candidate is a "new member" of LACERA on or after January 1, 2013, that person's pension will be limited under the Public Employees Pension Reform Act (PEPRA). For these purposes, a "new member" is someone who first becomes a member of LACERA on or after January 1, 2013 – that is, someone first employed by the County on or after December 1, 2012 – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.
- Cafeteria Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary.
- Non-Elective Days** – Ten paid days per year with the option to buy an additional one to 20 elective annual leave days.
- Flexible Spending Accounts** – Employees may contribute up to \$200 per month tax-free to Health Care Spending Accounts and \$400 per month tax-free to Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.
- Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- Holidays** – Eleven paid days per year.

